

CB Pay Business Development Team

Position: Junior Assistant (M – 2 Posts)

Job Descriptions

- Assist in customer registration drives and awareness campaigns for CBPay mobile app and wallet usage.
- Support user onboarding activities, including verifying registration forms, collecting required documents, and assisting with KYC checks.
- Track wallet usage data (e.g., active users, transactions) and prepare summary reports for internal teams.
- Handle basic customer queries during campaigns and escalate unresolved issues.
- Distribute promotional materials to branches, partners, and marketing teams.
- Liaise with internal teams (compliance, IT, customer support) to support smooth onboarding and activation processes.
- Participate in on-ground field activities, campaigns, or merchant/agent engagement sessions.
- Provide administrative and logistical support to the business development team.

Responsibilities:

- Bachelor's degree in Business Administration, Marketing, Communications, or related fields.
- Fresh graduates or 0–1 year of work experience in customer service, digital payments, or sales coordination.
- Passion for mobile financial services, digital wallets, and agent banking models.
- Good interpersonal and communication skills, especially with field agents and customers.
- Comfortable with data entry and reporting tools such as Excel or Google Sheets.
- Willingness to travel for fieldwork, onboarding drives, and campaign support when needed.